

Enterprise Project Management Office (EPMO) Communication Plan

Objective:

The objective of the EPMO's communication plan is to define the EPMO's methods of communication with our stakeholders. Effective communication will ensure awareness and consistent understanding of the project approval legislation, processes, guidelines, tools and EPMO services. The plan will provide the EPMO with a consistent, repeatable and effective process for providing timely information to our stakeholders.

Communication Mechanisms:

Mechanism	Purpose
Website	<ul style="list-style-type: none">• Public face of the EPMO• Provide easy access to consistent project processes & guidelines
PPM Tool	<ul style="list-style-type: none">• Share project information• Access to project “help”
Workgroup meetings (i.e. PMAG, Methodology group)	<ul style="list-style-type: none">• Work collaboratively to define an approach, change or process• Share best practices• Solicit feedback & input
Gate Approval Meetings	<ul style="list-style-type: none">• Provide state approvers with input for the project approval process• Facilitated by EPMO Director
EPMO Newsletter	<ul style="list-style-type: none">• “Push” communications to stakeholders• Notify of process changes• Reinforce understanding of processes & guidelines• Provide training tips & techniques
General Emails	<ul style="list-style-type: none">• “Push” communications of changes/updates that need to be disseminated widely and quickly
Large Group Meetings (i.e. TPG)	<ul style="list-style-type: none">• Present EPMO policy, procedures, best practices• Provide an approach on a particular topic• Present EPMO Strategy and solicit feedback & input
One on one meetings	<ul style="list-style-type: none">• Build relationships• Ensure understanding of a particular issue• Solicit input, feedback and clarification
Letters	<ul style="list-style-type: none">• Formally share information
CIO Quarterly Meetings	<ul style="list-style-type: none">• Provide input for the project approval process• Escalate project related issues
Surveys	<ul style="list-style-type: none">• Solicit feedback on specific topics

Stakeholders/ Mechanism									
	Website	Newsletter	Emails	Large Group Meetings	Workgroup Meetings	One on one meetings	Letters	Surveys	PPM tool
Agency CIOs	✓	✓	✓	✓		✓	✓	✓	✓
Agency Heads							✓		
Agency PMs	✓	✓	✓		✓			✓	✓
Agency PMOs	✓	✓	✓	✓	✓	✓		✓	✓
State CIO		✓	✓	✓		✓	✓		✓
Deputy State CIO's		✓	✓	✓		✓	✓		✓
Enterprise Architecture			✓		✓	✓			✓
Fiscal Research						✓			✓
State Auditor						✓			✓
Office of State Controller		✓	✓		✓	✓	✓		✓
Office of State Budget & Mgmt.		✓	✓		✓	✓	✓		✓
Public/Media	✓								
Governor's Office						✓	✓		

Schedule:

Stakeholders/ Mechanism									
	Website	Newsletter	Emails	Large Group Meetings	Workgroup Meetings	One on one meetings	Letters	Surveys	PPM tool
Agency CIOs	As needed	Quarterly	As needed	Annual Upon request		As needed or requested	As needed for escalation	Every 2 years	As needed for approvals
Agency Heads							As needed for escalation		
Agency PMs	As needed	Quarterly	Ongoing	Ad hoc training	PMAG – Monthly Methodology- Weekly	As needed	As needed	Every 2 years	Quarterly releases
Agency PMOs	As needed	Quarterly	As needed	Quarterly lunch meetings	PMAG Monthly	DHHS- Monthly Others as needed	As needed	Every 2 years	Monthly for status report review
State CIO		Quarterly	Weekly status report		Qtr. project review meetings	Every 2 weeks	As needed for escalation		For approvals
Deputy State CIO's		Quarterly	As needed		Qtr. project review meetings	As requested	As needed for escalation		For approvals

Stakeholders/Mechanism									
	Website	Newsletter	Emails	Large Group Meetings	Workgroup Meetings	One on one meetings	Letters	Surveys	PPM Tool
Enterprise Architecture			As needed		Weekly project review meetings	As needed or requested			For approvals
Fiscal Research						As needed or requested			As needed
State Auditor						As requested	As required		As needed
Office of State Controller			As needed		Weekly project review meetings	As needed			For approvals
Office of State Budget & Management			As needed		Weekly project review meetings	As needed			For approvals
Public/Media	As needed								
Governor's Office						As requested			

Communication Schedule FY 08-09:

	July 08	Aug. 08	Sept. 08	Oct. 08	Nov. 08	Dec. 08	Jan. 09	Feb. 09	Mar. 09	Apr. 09	May 09	June 09
Newsletter			9/30			12/26			3/27			6/26
Workgroup Meeting (PMAG)	07/21 @ 3pm	8/18 @ 3pm	9/15 @ 3pm	10/20 @ 3pm	11/17 @ 3pm	12/15 @ 3pm	TBD @ 3pm	TBD @ 3pm	TBD @ 3pm	TBD @ 3pm	TBD @ 3pm	TBD @ 3pm
Workgroup Meeting (Methodology)	Every Monday @9am	Every Monday @9am	Every Monday @9am	Every Monday @9am	Every Monday @9am	Every Monday @9am	Every Monday @9am	Every Monday @9am	Every Monday @9am	Every Monday @9am	Every Monday @9am	Every Monday @9am
Gate Approval	Every Thursday @ 3pm	Every Thursday @ 3pm	Every Thursday @ 3pm	Every Thursday @ 3pm	Every Thursday @ 3pm	Every Thursday @ 3pm	Every Thursday @ 3pm	Every Thursday @ 3pm	Every Thursday @ 3pm	Every Thursday @ 3pm	Every Thursday @ 3pm	Every Thursday @ 3pm
PMO Meeting			9/17			12/10			3/18			6/16
CIO/SCIO Qtr. Update			9/29			12/17			TBD			TBD
Large Group (TPG)												
PPM Tool Updates						12/26			3/27			6/26
Survey												TBD

Revision History

Revision #	Revision Date	Description of Change	Author
1.0	7/30/08		L. Lowe S. Erfani Gaye Mays

Distribution

Recipient Name	Recipient Organization	Distribution Method
Kathy Bromeard	EPMO	Electronic
Gaye Mays	EPMO	Electronic
Linda Lowe	EPMO	Electronic
Shaw Erfani	EPMO QA	Electronic
Jim Tulenko	EPMO	Electronic
Barbara Swartz	EPMO	Electronic
Bob Giannuzzi	EPMO	Electronic
Jesus Lopez	EPMO	Electronic
Charles Richards	EPMO QA	Electronic
Richard McGee	EPMO	Electronic
Alisa Cutler	EPMO	Electronic
Valerie Matt	EPMO	Electronic